



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

REGION IX

75 Hawthorne Street

San Francisco, CA 94105-3901

Virginia Sanchez
Chairperson
Duckwater Shoshone Tribe of Nevada
Post Office Box 140086
Duckwater, Nevada 89314

MAY 22 2015

RE: U.S. EPA Indian Environmental General Assistance Program
GA-00T61801-2
Application Due: JUN 26 2015

Dear Chairperson Sanchez:

I am pleased to inform you that your proposal submitted to this office under the U.S. Environmental Protection Agency's Indian Environmental General Assistance Program (GAP) has been tentatively approved for funding. At this time, I am setting aside \$110,200 of funding to support your GAP for one year. An additional \$8,700 has been tentatively set aside as supplemental funding for the summer internship position for one year. The total tentative award for your GAP is \$118,900.

Also, in a separate budget and work plan, please include \$34,085 as supplemental funding for the Natural Resources Manager. If additional GAP funds become available and your request is approved, some or all of your supplemental request may be awarded.

Work plan submission, negotiation, and approval will be conducted electronically in GAP Online. The comments attached here for your reference are also available in GAP Online. If we receive your complete application and an **approvable** revised work plan by the due date we will make every effort to award the grant by September 30, 2015. This funding will support work plan activities from October 1, 2015 to September 30, 2016. Please do not incur any costs under this work plan until the official grant award document has been signed and dated by the EPA Award Official. Any costs incurred before the date of award will not be reimbursed.

This letter does not constitute a grant award. In order to receive funding, the Duckwater Shoshone Tribe will need to complete an Application for Federal Assistance (SF-424). **The complete application, including an approvable work plan, must be submitted for EPA review by the due date indicated above.** Materials can be submitted earlier and will be processed on a first-come, first-served basis. Please note that in completing your application, you will need to enter the GAP Catalog of Federal Domestic Assistance Number (CFDA), required in box #11 on the SF-424A application form, 66.926.

New Process for Submitting Your GAP Grant Application

Effective February 17, 2015, EPA grant applicants **must** use Grants.gov to submit their applications. The Grants.gov registration process can take up to 30 days to complete. Therefore, it is highly recommended that EPA applicants complete their registration on Grants.gov now. Also, your organization's registration in SAM.gov must be active to utilize Grants.gov. If it appears that the Grants.gov registration process may prevent you from submitting your application by the due date aforementioned, then please contact Support@grants.gov or call 1-800-518-4726 as support is available 24 hours a day and 7 days a week. Printed on Recycled Paper

You should also notify your Project Officer before the application due date to request an extension.

Please review both Attachment 2 (Grants.gov Instructions Guide) and Attachment 3 (Region 9 Guidance Information for Applicants) or go to <http://www.epa.gov/region9/funding/information.html> to find additional resources on Grants.gov, Federal Regulations, and new EPA requirements. We suggest you forward these materials to your Project Manager, Financial Officer and any other personnel in your organization requiring this information.

I look forward to working with you and your staff under the General Assistance Program. Questions regarding the completion of the application forms as well as the mandatory use of Grants.gov should be referred to Grants Management Specialist Susan Chiu, at (415) 972-3674. You can also contact your GAP Project Officer, Willard Chin at (415) 972-3797 if you have questions regarding this letter, the work plan or the General Assistance Program.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Laura M. Ebbert', is written over a faint, circular official stamp.

Laura M. Ebbert
Manager
Tribal Section

Enclosures

1. Work Plan Comments
2. Grants.gov Instructions Guide
3. Region 9 Guidance Information for Applicants
4. ETEP template
5. RTOC work plan component

cc: Annette George, Environmental Director (with work plan comments)

6. Greening Grants Policy: EPA Region 9 has adopted a Greening Grants Policy which encourages grantees to carry out their EPA grant funded projects in a greener way. Your Project Officer will work with you to determine whether it is feasible to incorporate green practices into your work plan.

The Greening Grants Policy includes an attachment which describes many useful green practices. The policy furthers the objectives of EPA's 2011-15 Strategic Plan. The link to Greening Grant Policy is on the Region 9 Website Homepage, <http://www.epa.gov/region9/funding/greening-grants.html>.

Budget Comments

Please revise your budget to reflect the core funding amount of \$110,400, and the summer intern position for \$8,700 for one year.

In a separate budget and work plan, please include \$34,085 as supplemental funding for the Natural Resource Director's FTE increase. If additional GAP funds become available and your request is approved, some or all of your supplemental request may be awarded.

The amount of the Tribe's tentative award is \$153,185.

The budget section on salary/FTE should be corrected to reflect .6 FTE for the Natural Resources Manager. The correct hours for the position should be 1248 hours.

Workplan Comments

The indicators should be moved from the "Intermediate Outcome" section to the "Measure" section of the Component.

The Tribe should identified staff for each component in the position section of each commitment.

Component#2: Travel and Training

Please add the RTOC work plan component (see enclosed document) with commitments for geographic representatives.

Commitment#2.1 output and deliverable should provide information on how the meetings with stakeholders are building tribal capacity.

Component #3: Community Outreach-Communication, elders and youth on environmental awareness issues.

The intermediate outcome section states that "Send out environmental newsletters to community on environmental literature to ensure youth/students are more aware of environmental issues around them.", but the activity is not reflected in commitment 3.1. Please clarify if a newsletter will be part of the FY 2016 work plan.

GAP 2015-2016 Work Plan Comments Duckwater Shoshone Tribe

Thank you for developing an outcome-oriented work plan. The following observations and requests were written with the intent of strengthening the Tribe's GAP work plan, identifying possible assistance, and ensuring the work plan meets GAP guidelines. These comments pertain to the 2015-2016 work plan that was submitted with your GAP proposal in December 2014. Please ensure that these comments are addressed in your final GAP work plan.

General Definitions and References

1. The following references are useful for understanding GAP in general, for getting an understanding for environmental outcomes, etc.
 - 2013 Guidance on the Award and Management of General Assistance Program Agreements and Appendix I, Guidebook for Building Tribal Environmental Program Capacity
<http://www.epa.gov/region9/funding/pdfs/tribal-gap/r9-gap-guidance.pdf>
 - GAP Act (<http://www.epa.gov/Indian/pdfs/4368b.pdf>)
 - 2015 GAP Grant Notification (<http://www.epa.gov/region09/funding/tribal-gap.html>)
 - EPA Strategic Plan (<http://www2.epa.gov/planandbudget/strategicplan>)
2. Environmental outcomes should be expressed in terms of improvements to public health, the environment, or human behavior. They can also reflect improved tribal capacity to protect public health or the environment. Intermediate outcomes could reflect: a) improved human health or environmental conditions, b) reduced risks to human health or the environment, c) increased tribal capabilities in legal, enforcement, technical, communication, or administrative areas. Long-term outcomes could include attainment of desired environmental conditions (e.g., water quality standards are met) or human health goals, attainment of a desired capacity to plan, develop, implement, manage and sustain tribal environmental programs.
3. Please ensure that each component in your work plan contains one or more capacity indicators that appropriately links to the commitments. Capacity indicators represent the destination of the Tribe's work and therefore the Tribe should express how it will accomplish the tasks necessary to achieve the indicators proposed in its commitments. Moreover, capacity indicators should ideally be placed in the "Measures" section for each component in the work plan. More information on the appropriate use of indicators is found on page 13 of the GAP Guidance. A suite of indicators that the Tribe may consider for inclusion in its work plan is contained in Appendix I of the GAP Guidebook.
4. Please correct any typographic errors in your work plan. Please note that GAP Online does not accept special punctuation or characters including quotation marks, apostrophes, semicolons, or parenthesis.
5. Please ensure that the total work plan Estimated Component Costs add up to the total approved budget amount indicated in the cover letter, and that the total work plan Estimated Work Years adds up to the total number of approved personnel funded under GAP. I have attached a document entitled "Component Cost and Work Years Guidance" that will help you to correctly identify Component Costs and Work Years to comply with this request.

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Laura M. Ebbert
Manager
Tribal Section

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Commitment#3.1 is similar to outreach activities in the current work plan. Please revise this commitment to indicate new outreach activities.

Component#4: ETEP Development

Please use the enclosed template for this work plan component.

EPA Region 9 - Grants.gov Instructions Guide

(March 2015)

Applications for Federal assistance must be submitted through Grants.gov.

Register with Grants.gov! In order to submit your application using Grants.gov, your organization must be registered with Grants.gov. Please allow four weeks to complete the registration process. Also, please note that you must have a DUNS number and an active SAM.gov registration before registering with Grants.gov. You can find more information about registering at:

<http://www.grants.gov/web/grants/applicants/organization-registration.html>

To Access and Download Grant Application Package go to:

<http://www.grants.gov/web/grants/applicants/download-application-package.html>

1. Funding Opportunity Number (FON).

- A. Competitive Programs: Refer to the competitive solicitation for the applicable FON. Applicant will enter this into the "Funding Opportunity Number" field to locate the application package.
- B. Non-Competitive Discretionary Programs: Obtain FON from your EPA Point of Contact (POC). Applicant will enter this into the "Funding Opportunity Number" field to locate the application package.
- C. Continuing Environmental Programs (CEPs): The list of available CFDA numbers for CEPs have been divided between two FONs. The two FONs used to access the application packages are **EPA-CEP-01** and **EPA-CEP-02**. Refer to the following Attachment to determine which FON your CFDA is published under. Applicant will enter this into the "Funding Opportunity Number" field to locate the packages.

CFDA Number:	<input type="text"/>	(#
→ Funding Opportunity Number:	<input type="text"/>	(C
Funding Opportunity Competition ID:	<input type="text"/>	(C

2. Download the package associated with CFDA 66.XXX.

- ### 3. Complete the Grant Application Package.
- Attach the forms and information required by your particular program. **Contact your EPA POC if you have questions about which forms and materials you must submit for your program.**

4. **Submit your application.** Go to <http://www.grants.gov/web/grants/applicants/apply-for-grants.html> for more information on this process.

5. **Confirm with your EPA POC** that EPA has received your application package. *If for ANY reason you cannot submit your application by the deadline specified, contact your EPA POC immediately.*

For FAQs, User Guides, Checklists, Training and Technical Support, visit the Grants.gov Applicant Resource page at <http://www.grants.gov/web/grants/applicants/applicant-resources.html>

Technical Questions or Issues? Please call (1-800-518-4726) or email (support@grants.gov) the Grants.gov Contact Center (<http://www.grants.gov/web/grants/about/contact-us.html>). Help is available 24 hours a day, 7 days a week.

Grants.gov Instructions Guide

Continuing Environmental Programs (CEPs)

(EPA Mandatory Grant Programs)

ATTACHMENT

ATTACHMENT

Region 9 Guidance Information for Applicants <http://www.epa.gov/region9/funding/information.html>

- Omni-Circular under 2 CFR 200 & EPA Regulations under 2 CFR 1500:

EPA has officially adopted the OMB Omni-Circular effective **December 26, 2014**. Specifically, in a [joint interim final rule](#) published in the Federal Register on December 19, 2014 (see 79 Fed. Reg. 76050-76063), EPA adopted the Omni-Circular. This includes adoption of Omni-Circular requirements located at [2 CFR 200](#) along with EPA-specific provisions mandated by statute, regulation or agency policy now codified under [2 CFR 1500](#). OMB's website at <https://cfo.gov/cofar/> is the location for resources regarding the Omni-Circular, including [OMB's Frequently Asked Questions \(FAQ\)](#).

Federal Register: <http://www.gpo.gov/fdsys/pkg/FR-2014-12-19/pdf/2014-28697.pdf> 2 CFR 200:

<http://www.ecfr.gov/cgi-bin/text-idx?SID=4467ef7edf6418328185fed45270f1f&node=pt2.1.200&rgn=div5> 2

CFR 1500:

<http://www.ecfr.gov/cgi-bin/text-idx?SID=ac772c78043ca73b46f5d168dd3f038f&tpl=/ecfrbrowse/Title02/2chapterXV.tpl>

OMB's FAQ: <https://cfo.gov/wp-content/uploads/2014/11/2014-11-26-Frequently-Asked-Questions.pdf>

- Interim Financial Assistance Conflict of Interest Policy:

In accordance with the Omni-Circular's Conflict of Interest disclosure requirements under [2 CFR 200.112](#), EPA issued the [Interim Financial Assistance Conflict of Interest Policy](#).

Requirements include applicants providing a prominently titled conflict of interest disclosure statement attached to the SF 424, if applicable. This policy applies to all individuals and nonfederal entities requesting and receiving EPA financial assistance on or after **December 26, 2014**. (Note: A standard EPA form is not currently available for the COI disclosure requirement since this is an interim policy.)

Interim Policy:

http://www.epa.gov/ogd/epa_interim_financial_assistance_coi_policy.htm

- Submission of Grant Applications via Grants.gov:

Effective **February 17, 2015**, EPA grant applicants must use [Grants.gov](#) to submit their applications. It is highly recommended that EPA applicants complete their registration on Grants.gov now, since the entire process can take up to 30 days to complete. Information located at [Submitting an Application to Grants.gov Apply](#) and [Applicant Resources](#) for Grants.gov will help you get started. Applicants are also encouraged to view a previously recorded [EPA Information Webinar](#) session/ presentation regarding Grants.gov or register for an available session.

Grants.gov support/assistance is available 24 hours a day 7 days a week at 1-800-518-4726 or Support@grants.gov. For International callers, call (606) 545-5035 to speak with a Grants.gov Contact Center representative. Also, the [Region 9 Application Checklist](#) will help ensure your EPA application submitted through Grants.gov is complete.

Guide on Submitting an Application to Grants.gov:

<http://www.epa.gov/ogd/guide/submitting.htm>

Grants.gov Application Resources:

<http://www.grants.gov/web/grants/applicants/applicant-resources.html> EPA Information

Sessions/Webinars:

http://www.epa.gov/ogd/training/grants_gov_information_sessions_for_applicants.htm

Region 9 Application Checklist: <http://www.epa.gov/region09/funding/pdfs/grantsgov/r9-application-checklist-grantsgov.pdf>

- **Bundling of Grant Application Certifications (for States & Tribes):**

State and Tribal applicants are highly encouraged to submit annually a single set ("bundling") of application certification forms with a cover letter. The letter must indicate the applicable timeframe (usually a federal or state fiscal year) of the certifications for all EPA grant applications received by Region 9 Grants Management Office (GMO) within that period. GMO accepts Adobe format (.pdf) of the letter with applicable signed certification(s) through the electronic mail box:

grantsregion9@epa.gov. Please note that updated forms must be submitted when changes to the responses are required. The following certifications can be bundled:

- ❖ [Standard Form \(SF\) 424B, Assurances for Non-Construction Programs](#)
- ❖ [EPA Form 6600-06, Certification Regarding Lobbying, Certification for Contracts, Grants, Loans and Cooperative Agreements](#) ❖ [EPA Form 4700-4, Preaward Compliance Review Report for All Applicants Requesting EPA Financial Assistance](#)

Applicants are highly encouraged to use bundling of their certifications if multiple EPA applications are submitted annually. Bundling can be especially helpful as EPA is transitioning to Grants.gov. Please contact your EPA Grants Specialist for questions regarding bundling.

EPA Application Forms:

<http://www.epa.gov/ogd/forms/forms.htm>

- **Changes to the Minority & Women Business Enterprise (M/WBE) Utilization Reporting Requirement:**

The EPA issued a revised class deviation from [40 CFR 33.502](#) on **December 4, 2014**, which supersedes the M/WBE reporting requirement specified in the recipient's Notice of Award. The EPA financial assistance recipients are now required to report annually when certain conditions are met to reach a threshold of \$150,000. Please review the current information from [EPA's Small Business Programs](#).

40 CFR 33:

http://www.ecfr.gov/cgi-bin/textidx?SID=04eada1fb1292e21ecf2434ad7bf3781&tpl=/ecfrbrowse/Title40/40cfr33_main_02.tp

! EPA's Small Business Programs:

http://www.epa.gov/osbp/dbe_reporting.htm

- **Grants Management Training Materials for Tribal Organizations:**

The EPA's Office of Grants and Debarment (OGD) worked with the national Partnership for Environmental Technology Education (NPETE) to develop [training materials for Tribal](#)

organizations. While OGD is no longer able to offer in-person trainings, the training materials, including the training manuals and webinar recordings, are available for download.

Recipient Training: http://www.epa.gov/ogd/training/recipient_train.htm

Component 1: ETEP Development (EPA Tribal Environmental Plan)					
Program Capacity: Environmental Program Administrative Capacity					
Indicator(s): B.5.1					
*Development of ETEP that expresses environmental priorities and goals to be focused on during the coming four fiscal years					
Estimated Component Cost: \$xxxx			Estimated Component Work Years: 0.xx		
Commitments		Position	Estimated Cost (optional)	End Date	Outputs and Deliverables
1.1	The Tribe will review and provide comments on the list of regulated facilities on Tribal lands (generated by EPA and provided by EPA to the Tribe).			3/31/2016	Comments on the EPA's list of regulated facilities will be provided.
1.2	The Tribe will review and provide comments on the Areas of Involvement Document (provided by EPA). This document summarizes the current EPA program engagement with the Tribe and EPA's program authorities.			4/29/2016	Comments provided to EPA on the areas of involvement document will be provided as a deliverable.
1.3	The Tribe will review and update the current Tribal Environmental Inventory, or develop a new TEI. The Tribe will ensure the TEI contains the most up-to-date information on environmental quality or issues. <i>The Tribe can request the R9 template to review as a sample inventory document.</i>			5/31/2016	A copy of the completed Tribal Environmental Inventory will be submitted to EPA.
1.4	The Tribe will develop and submit a draft Tribal Environmental Plan (TEP) to EPA. The updated TEI will inform the TEP development. The Tribe will work with the community and Tribal Council to ensure the TEP includes the elements described in Section 4.3(1) of the 2013 GAP Guidance. The Tribe will incorporate into the TEP or as an appendix an identification of which Capacity Indicators described in the GAP Guidebook will support the Tribe's GAP-eligible work within the TEP.			6/24/2016	A copy of the draft TEP will be submitted to EPA by 6/24/15.
1.5	Final Tribal Environmental Plan to be submitted to EPA.			7/29/2016	A copy of the final TEP with Council approval will be submitted to EPA.
1.6	The Tribe and EPA will begin discussions on mutual environmental priorities for the cover memo.			8/31/2016	List of environmental priorities to be submitted to EPA.
1.7	The Tribe and EPA will collaborate on a cover memo to be signed by both parties that identifies areas where EPA's and the Tribe's goals align – areas where we will be working together to accomplish mutual interests.			9/30/2016	The Tribe and EPA will develop and finalize a signed cover memo for the ETEP.
1.8	The final ETEP will be an assembly of the four documents above (items 2-5), or a narrative document that incorporates the contents of items 2-5 into a cohesive text. Future GAP workplan commitments will be developed from the final ETEP document.			9/30/2016	Either the assembled four section document or narrative document will be on file with EPA and the Tribe.

Table 2: General Assistance Program

Tribe: [Insert Tribe Name Here]

Region: 09

Work Plan Period Begin: 10/1/2014 – 09/30/2015

Work Plan Component: 2 – RTOC Representative Duties

Overall Capacity Indicator Being Developed: B.1 (B.6.1, B.6.2, B.6.7, B.6.8, B.6.10)

Environmental Outcome(s) (Changes in the Environment, Public Health, Behavior or Knowledge):

- Improved ability of EPA in meeting the trust responsibility to Tribes
- Strengthen Tribal environmental and public health programs

Intermediate Outcome(s) (this work plan period):

- Provide support for the Tribal Program in the Region
- Assist with the communication and information exchange between Tribes and EPA

ESTIMATED COMPONENT COST: \$* (\$* Salary & F/B) (\$*)

ESTIMATED COMPONENT WORK YEARS: *

Director . * @ */hr Assistant . * @ */hr

COMMITMENTS		CAPACITY INDICATOR (optional)	ESTIMATED COMMITMENT COST (optional)	END DATE	OUTPUTS AND DELIVERABLES
2.1	Attend quarterly RTOC meetings and act as an RTOC representative for regional area		Dir. * hrs @ \$*/hr = \$*	Each Quarter	Summary information provided to EPA with quarterly reports
2.2	Disseminate information via e-mail to other Tribes in the local geographic area as needed		Dir. * hrs @ \$*/hr = \$* Asst. * hrs @ \$*/h = \$*	Each Quarter	Summary information provided to EPA with quarterly reports
2.3	Conduct quarterly calls after RTOC meeting to debrief Tribes that were unable to attend		Dir. * hrs @ \$*/hr = \$* Asst. * hrs @ \$*/h = \$*	Each Quarter	Summary information provided to EPA with quarterly reports
2.4	Reviewing notes from meeting		Dir. * hrs @ \$*/hr = \$*	Each Quarter	Summary information provided to EPA with quarterly reports
2.5	Provide feedback to Tribal co-chair		Dir. * hrs @ \$*/hr = \$*	Each Quarter	Summary information provided to EPA with quarterly reports
2.6	Attend annual EPA Tribal Conference		Dir. * hrs @ \$*/hr = \$*	12/30/14	Registration and attendance confirmation, along with list of breakout sessions attended, provided to EPA with quarterly report

